

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Parks & Recreation

AGENDA DATE: 05/17/05

CONTACT PERSON/PHONE: Parks & Recreation, Norman Merrifield, (915) 541-4333

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Temporary Appointment

BACKGROUND / DISCUSSION:

Requesting a temporary appointment for Maintenance Mechanic II position. There is an urgent need of an experienced person to troubleshoot H & C Units, service refrigeration units and having EPA Certifications.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Already budgeted for FY/05.
Fund Source: 51010256-01101-51095

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) LM

FINANCE: (if required)

OTHER:

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

El Paso
Parks & Recreation
THE FUN EXPERTS

MEMORANDUM

OK-ONE
DATE: *DA* 5-5-05

Attn: Terri Bond, Director
TO: Human Resources
FROM: Norman C. Merrifield, Director
SUBJECT: Temporary Appointment
Account # 51010256-01101-51095
Requisition # 050557 – Maintenance Mechanic II

DATE: April 29, 2005

Norman C. Merrifield

I am requesting to fill the above requisition on a temporary part time basis [REDACTED]. I am in urgent need of an experienced person to trouble shoot H & C units, service refrigeration units and having EPA certification for freeon recovery, review HVAC construction plan, conduct inspection of HVAC system for new construction and renovation and follow up warranty work.

Thank you for your assistance.

NM:ra

5/4/05

MAY 3 '05 PM 1:46

Does dept. have funds?

(MC)

Acct # 51010256-01101-51095
General Fund.